



# Logging into Employee Self-Service and Understanding the Pages

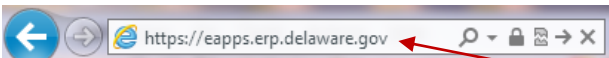
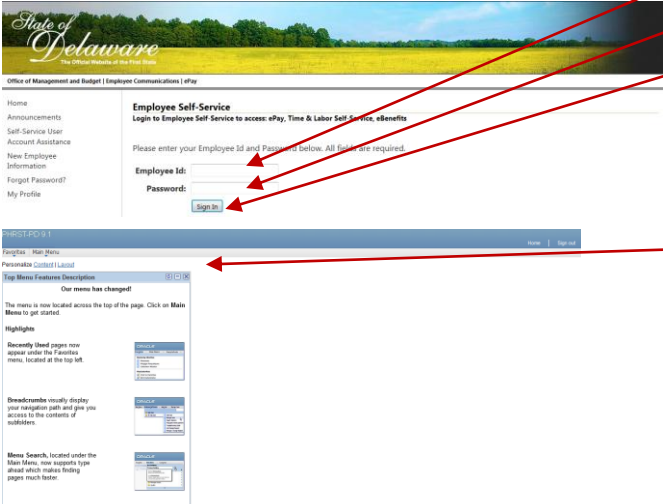
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## Key Points

- Secure self-service website with online access available 24 hours a day, 7 days a week.
- Unique Login ID and password
- Passwords can be reset by employees using “Forgot Password” functionality at any time
- A toll-free Call Center is available for login questions and password resets
- View and print current advice or live paycheck data
- Preview current paycheck data prior to payday
- View a minimum 18-month history of prior advice or live paycheck data
- View current earnings, taxes, deductions, year-to-date totals, and direct deposit distribution of net pay
- View benefits
- Enter time and view leave balances (Time & Labor Organizations only)
- Enter Race/Ethnicity Designation
- Social Security Numbers and banking information are secure and do not appear on ePay
- **Important:** Employees must contact their Human Resource or Payroll Office with any questions regarding their specific pay data.

### Login

	<p>Enter <a href="https://eapps.erp.delaware.gov">https://eapps.erp.delaware.gov</a> in your browser address bar.</p> <p>Press <b>Enter</b> or Click <b>Go</b>.</p> <p><i>Note: It is recommended that you save this in your 'Favorites'.</i></p>
<p>The <b>Employee Self-Service</b> website opens</p> 	<p>Enter <b>Employee ID</b> (six-digit number).</p> <p>Enter your <b>Password</b>.</p> <p>Click <b>Sign-In</b>.</p> <p>The <b>Employee Self-Service Main Page</b> opens</p>

#### Forgot Password?

Employees can reset their password by clicking "Forgot Password?" link located on the left side of the Employee Self-Service Login page.

<https://eapps.erp.delaware.gov/>

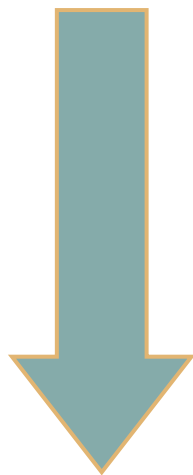
#### Other Login Issues?

Contact the Employee Self-Service Call Center toll-free at (866) 751-7833

#### Need More Information?

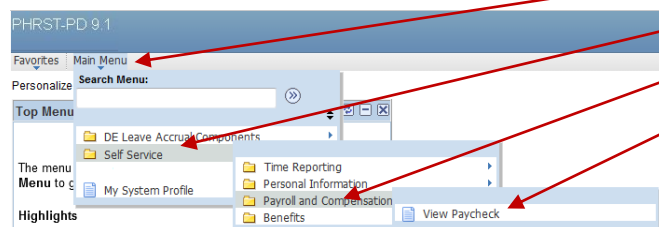
For Employee Announcements, User Account Assistance and New User Information, visit the Employee Communication Website:

<http://omb.delaware.gov/ecomms.shtml>



## View Paycheck

The **Employee Self-Service Main Page** opens



Click **Main Menu**.

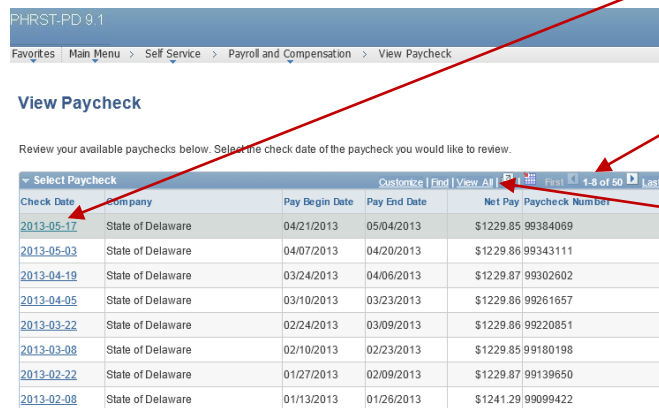
Click **Self Service**.

Click **Payroll and Compensation**.

Click **View Paycheck**.

*Page may take a few seconds to display. Wait for screen to load.*

The **View Paycheck** page opens



Click the **Check Date** you want to view.

*Note:*

*The page displays the previous eight paychecks.*

*To view the previous 50 paychecks, click **View All***

## Sample Paycheck and Printing

### View Paycheck

Company  
State of Delaware  
Address  
820 Silver Lake Blvd., Suite 100  
Dover, DE 19904

Employee  
Personal &  
Job  
Information

Click to Print

[Printer Friendly](#)

Net Pay: \$1,948.37  
Pay Begin Date: 07/17/2011  
Pay End Date: 07/30/2011  
Check Date: 08/12/2011

- A printable view of your paycheck will appear.
- Click **Print Page** button at the top of the page.
- Print option window opens.
- Click **Print**.

Review the details of your paycheck. To view other paychecks, select

[View a Different Paycheck](#)

Click for History

General	
Name:	Business Unit: STDBU
Employee ID:	Pay Group: State of Delaware
Address:	Department:
	Location:
	Job Title:
	Pay Rate: \$2,686.00 Biweekly

Tax Data	
Fed Marital Status: Married	DE Marital Status: Married, joint return
Fed Allowances: 0	DE Allowances: 0
Fed Addl Percent: 0.000	DE Addl Percent: 0.000
Fed Addl Amount: \$0.00	DE Addl Amount: \$0.00

Paycheck Summary						
Period	Gross Earnings	Fed Tax Gross	State Tax Gross	Total Taxes	Total Deductions	Net Pay
Current	2,686.00	2,525.00	2,525.00	561.93	175.70	1,948.37

Net Pay

Earnings			Taxes	
Description	Hours	Amount	Description	Amount
RegularPay	75.00	2,686.00	Fed Withholding	300.48
<b>Employees with Multiple Jobs</b> Earnings from individual jobs are summarized from <u>all</u> jobs by earnings type (Regular, Overtime, etc.) and listed here.			Fed MED/EE	38.51
			Fed OASDI/EE	111.54
			DE Withholding	111.40
Total:	75.00	2,686.00	Total:	561.93

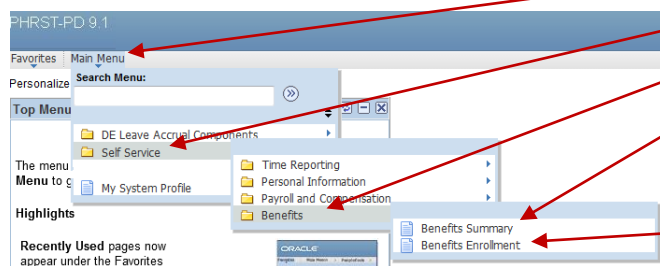
Before-Tax Deductions		After Tax Deductions		Employer Paid Benefits	
Description	Amount	Description	Amount	Description	Amount
RegPenCd	80.58	MINNLIFE	10.85		
Medical BT	11.55	UWay/SECC	3.85	Medical BT	257.28
Dental BT	15.81				
StateVis	3.06				
DC 457(b)	50.00				
Total:	161.00	Total:	14.70	* Taxable	

Net Pay Distribution			
Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit		Checking	1,948.37

Advice Distribution

## View Benefits Summary

The **Employee Self-Service Main Page** opens



Click **Main Menu**.

Click **Self Service**.

Click **Benefits**.

Click **Benefits Summary**.

*Page may take a few seconds to display. Wait for screen to load.*

*Note: Benefits Enrollment is used during Open Enrollment*

The **Benefits Summary** page opens

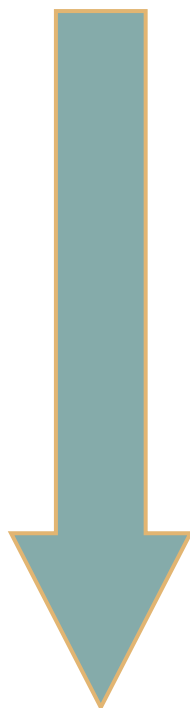
### Benefits Summary

To view your benefits as of another date, enter the date and select Go.

05/28/2013

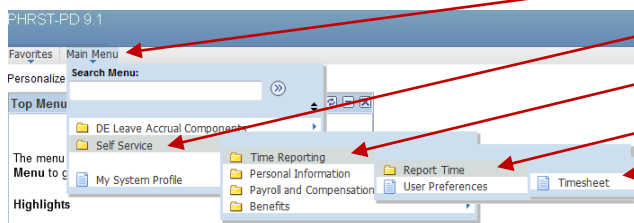
Benefits Summary		
Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Blue Cross Blue Care® BT	Employee Only
<a href="#">Dental</a>	Delta Dental PPO Plus Premier	Employee Only
<a href="#">Vision</a>	State Vision	Employee Only
Blood Bank	Blood Bank of Delmarva	
Deferred Comp 457 Catch-up		Waived
Deferred Compensation 457	State of DE Def Comp 457b	\$50 Before Tax
Sick	Merit Sick 37.5 Hr	-----
Vacation	Non-Merit Vac 37.5 Hr	-----
Flex Spending Health - U.S.		Waived
Flex Spending Dependent Care		Waived
Pension Plan 1 - U.S.	State Employees	

A summary of benefits is displayed. If you want to view your benefits as of another date, enter the date and click **Go**.



## View Timesheet (Time & Labor Organizations only)

The **Employee Self-Service Main Page** opens



Click **Main Menu**.

Click **Self Service**.

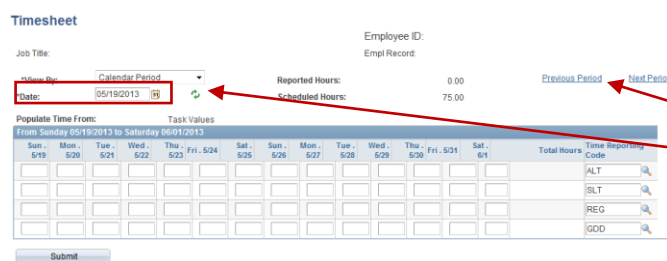
Click **Time Reporting**.

Click **Report Time**.

Click **Timesheet**.

Page may take a few seconds to display. Wait for screen to load.

The **Timesheet** page opens



The current pay period for time entry appears.

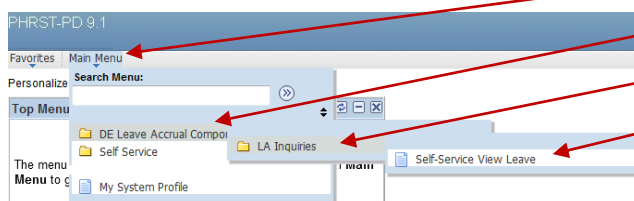
You can view previous and next pay periods two ways.

1. Click **Previous Period** or **Next Period** link
2. Enter the **pay period date** you want to view and Click **Refresh**.

Note: Previous pay periods are no longer available for data entry.

## View Leave Balances (Time & Labor Organizations only)

The **Employee Self-Service Main Page** opens



Click **Main Menu**.

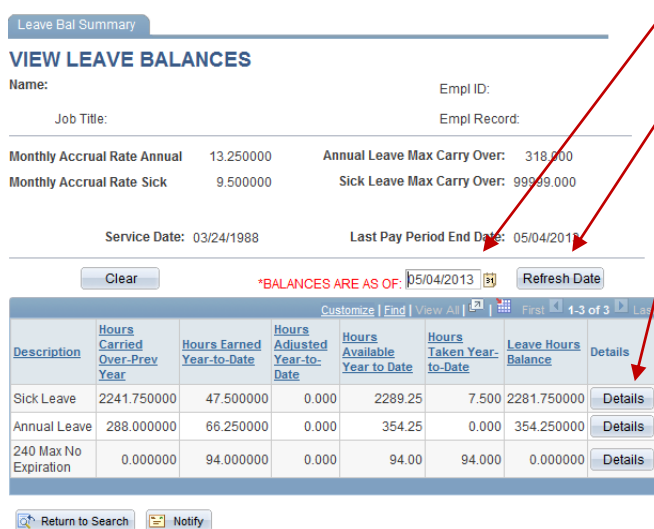
Click **DE Leave Accrual Components**.

Click **LA Inquiries**.

Click **Self-Service View Leave**.

Page may take a few seconds to display. Wait for screen to load.

The **View Leave Balances** page opens



Balances are as of the last pay period end date.

You can view leave balances for previous pay period end dates by selecting a new date and clicking **Refresh Date**.

To view details for a particular leave balance, Click **Details**.



## Logging in to Employee Self-Service and Understanding the Pages

### The **View Leave Detail** page opens

**VIEW LEAVE DETAIL**

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Empl Record: \_\_\_\_\_

[Return](#)

Date Under Report	Time Reporting Code	Description	Earned	Taken	Adjustment Amount
01/01/2013	SERN	Sick Earned	9.500000		
02/01/2013	SERN	Sick Earned	9.500000		
03/01/2013	SERN	Sick Earned	9.500000		
04/01/2013	SERN	Sick Earned	9.500000		
04/15/2013	SLT	Sick Leave Taken		7.500000	
05/01/2013	SERN	Sick Earned	9.500000		

Total Hours Taken Year-to-Date: 7.500

Click **Return** to return to the **View Leave Balances** page.

## View Race/Ethnicity Designation (if applicable)

### The **Employee Self-Service Main Page** opens

PHRST-PD 9.1

Favorites Main Menu

Personalize Search Menu:

Top Menu

- DE Leave Accrual Components
- Self Service
- My System Profile

The menu

Menu to go

Highlights

- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits
- DEL Ethnic Groups

Click **Main Menu**.

Click **Self Service**.

Click **Personal Information**.

Click **DEL Ethnic Groups**.

Page may take a few seconds to display. Wait for screen to load.

### The **Ethnicity** page opens

**Ethnicity**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

☐ Yes  
☐ No

2) What is your race? Select one or more. [Explain](#)

☐ American Indian/Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian/Pacific Island  
☐ White

This page is for use by DE School District and Del Tech employees only.

[Save](#)

Complete number one by clicking **Yes** or **No**.

Complete number two by clicking the appropriate choice.

Click **Save**.

## Delaware Public Library List

Public Library	Address	City	Phone
Appoquinimink Public Library	651 North Broad Street	Middletown	378-5588
Bear Library	101 Governors Place	Bear	838-3300
Biblioteca del Pueblo	403 North Van Buren Street	Wilmington	571-7422
Brandywine Hundred Library	1300 Foulk Road	Wilmington	477-3150
Bridgeville Public Library	210 Market Street	Bridgeville	337-7401
Claymont Library	3303 Green Street	Claymont	798-4164
Corbit-Calloway Memorial Library	115 High Street	Odessa	378-8838
Delaware City Library	P.O. Box 541, 250 Fifth Street	Delaware City	834-4148
Delmar Public Library	101 North Bi-State Blvd	Delmar	846-9894
Dover Public Library	45 South State Street	Dover	736-7030
Elsmere Public Library	30 Spruce Avenue	Wilmington	892-9814
Frankford Public Library	8 Main Street	Frankford	732-9351
Georgetown Public Library	10 West Pine Street	Georgetown	856-7958
Greenwood Public Library	Mill Street	Greenwood	349-5309
Harrington Public Library	110 Center Street	Harrington	398-4647
Hockessin Library	1023 Valley Road	Hockessin	239-5160
Kent County Library	2319 South DuPont Highway	Dover	698-6440
Laurel Public Library	101 East Fourth Street	Laurel	875-3184
Lewes Public Library	111 Adams Avenue	Lewes	645-2733
Milford Public Library	11 S. East Front Street	Milford	422-8996
Millsboro Public Library	217 W. State Street	Millsboro	934-8743
Milton Public Library	121 Union Street	Milton	684-8856
New Castle Public Library	424 Delaware Street	New Castle	328-1995
Newark Free Library	750 Library Avenue	Newark	731-7550
North Wilmington Branch	3400 North Market Street	Wilmington	761-4290
Rehoboth Beach Library	226 Rehoboth Avenue	Rehoboth Beach	227-8044
Seaford District Library	402 North Porter Street	Seaford	629-2524
Selbyville Public Library	11 Main & McCabe Streets	Selbyville	436-8195
Smyrna Public Library	107 South Main Street	Smyrna	653-4579
South Coastal Library	43 Kent Avenue	Bethany Beach	539-5231
Wilmington Public Library	10 East 10th Street	Wilmington	571-7400
Woodlawn Library	2020 West 9th Street	Wilmington	571-7425

Revised: 12-12-12